

December 12, 2023

Ms. Frances Hiner
Secretary/Treasurer of Chapter 2365
9211 Standing Creek Lane
San Antonio, TX 78230-4040

Dear Ms. Hiner:

We have carefully reviewed your revised bylaws for Lone Star State Chapter 2365 and they are hereby approved. We have a copy on file here at NARFE Headquarters and are returning a copy to you for your files.

If you have any questions, please contact Towanda Franklin at fedchpsrvcs@narfe.org. Thank you for your cooperation in this matter and your continued support of NARFE.

Sincerely,



Kathryn Hensley
National Secretary/Treasurer

Enclosure



NATIONAL ACTIVE & RETIRED FEDERAL EMPLOYEES ASSOCIATION



Chapter 2365 Bylaws

Article I. NAME

This chapter shall be known as the **Lone Star State Chapter 2365**, of the National Active and Retired Federal Employees Association. The chapter shall be affiliated with the Texas State Federation, subject to the bylaws of that body.

Article II. OBJECTIVES

Section 1. The objectives of this chapter shall be to support and work toward the objectives of the National Active and Retired Federal Employees Association, as set forth in Rule IV, Section 2C of the National Bylaws. In furtherance of these objectives, this chapter shall conform with Association Bylaws. It shall operate in unity with policies established by the Association's national conventions and national executive board, together with such other activities looking toward the preservation of American institutions and ideals as shall be espoused by the Association.

Section 2. The chapter shall not enter into activities, arrangements, or agreements which conflict with programs or activities of the Association.

Article III. MEMBERSHIP

Any person who is a dues-paying member of NARFE National shall be eligible to join the chapter. A member who pays chapter dues is in good standing. The chapter may provide for nonvoting members as allowed in the National bylaws defining associate and social members.

Article IV. DUES

The annual dues shall be \$6.00, and shall be used to meet expenses of carrying out chapter business and functions. Any chapter document relating to dues or contributions must contain this statement: "Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes."

Article V. OFFICERS, EXECUTIVE BOARD, AND COMMITTEES

Section 1. Chapter officers shall be a president, a vice president (or first and second vice president), a secretary, a treasurer (or secretary-treasurer, if offices are combined) who shall be elected 30 days prior to the Biennial Meeting and shall be installed at the Biennial meeting. They shall serve for a term of two years or until their successors are elected. Officers shall be NARFE members in good standing.

Section 2. The election of officers shall be held biennially one month prior to the first business day of the Texas Federation biennial conference. Chapter members will be sent the

ballot via United States Postal Service (USPS) mail or electronically sixty (60) days prior to the election. Returned ballots (via USPS or electronically) will be counted if received by the Secretary thirty (30) days prior to the first business day of the Texas Federation biennial conference. Officers assume duties at the biennial meeting at which they are installed.

Section 3. The executive board shall consist of the elected chapter officers (and other appointed officers and committee chairs, as deemed appropriate). The executive board shall conduct chapter business between meetings and provide guidance for the chapter. The executive board shall fill a vacancy of any office and shall exercise such other functions as the chapter may prescribe. The executive board may conduct its business using electronic meetings or email. A quorum for conducting business shall be three (3) officers.

Section 4. The membership committee shall be appointed by the president. It shall be the duty of the members of this committee to develop a Membership Plan that describes organized efforts to gain and keep members, encourage Dues Withholding, and contact lapsed members.

Section 5. The legislative committee shall be appointed by the president to: a) keep abreast of state and national legislative matters concerning federal civil annuitants and prospective annuitants; and b) make recommendations for action to the chapter, the federation and the Association.

Section 6. The president may appoint a service officer, a public relations officer, a sunshine committee (to visit, call, or send cards to the sick and look after the welfare of individual members), an audit committee, and such other committees as deemed desirable.

Section 7. The chapter may, by resolution, require the treasurer (or the secretary-treasurer) to give bond for the faithful performance of his or her duties. The expense of obtaining a bond shall be paid from chapter funds.

Section 8. The audit committee shall be appointed by the president to annually perform an audit of the financial records of the chapter.

Article VI. CHAPTER MEETINGS

Section 1. Biennial Meeting. The biennial meeting will be held one day prior to the first day of the Texas Federation biennial conference, unless the meeting is canceled or postponed by previous chapter vote or by action of the chapter Executive Board, with due notice to members.

Section 2. Quorum. A quorum for conducting chapter business will consist of 5 voting members to include one elected officer. If less than a quorum is present, those present may adjourn to meet on a future date, of which due notice will be given to each chapter member in good standing.

Section 3. Special Meetings. Special meetings may be called by the chapter President when necessary.

Article VII. PARLIAMENTARY AUTHORITY

The provisions found in Robert's Rules of Order, *Newly Revised*, shall govern chapter business in all matters that are not in conflict with the chapter bylaws or the Association's Article of Incorporation and National Bylaws.

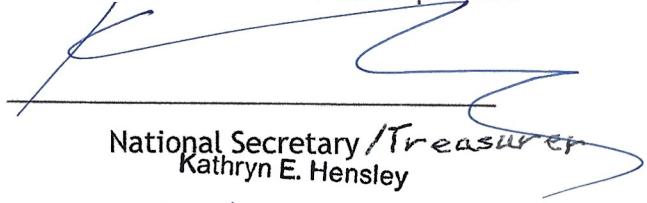
Article VIII. AMENDMENTS

An amendment of these bylaws shall be mailed to all members with a voting deadline 30 days after the mailing. Changes and ballots will be mailed to all members and two-thirds of the ballots returned must concur with the change. Amendments shall then be approved at National Headquarters before becoming effective.

APPROVED at National Headquarters



Chapter Secretary/Treasurer



National Secretary/Treasurer
Kathryn E. Hensley

December 10, 2023

Date

12/11/23

Date

This document supersedes all previous versions of Bylaws for Lone Star State Chapter 2365.